

## the newsletter of Tarragon Solutions

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From all of us at Tarragon Solutions, a big

# THANK YOU!

for working with us throughout this year and for helping to make 2007 our most successful year to date!

We look forward to continuing to build on this success to provide you with an even better service in 2008 and beyond. Meanwhile, we wish you a



wonderful Christmas  
and a

## happy and successful New Year

Just in case you missed them last month, here are our opening times for the Christmas period:

**December 24th - Open until 1:30pm**

**December 25th - Closed**

**December 26th - Closed**

**December 27th - Emergency Cover Only**

**December 28th - Emergency Cover Only**

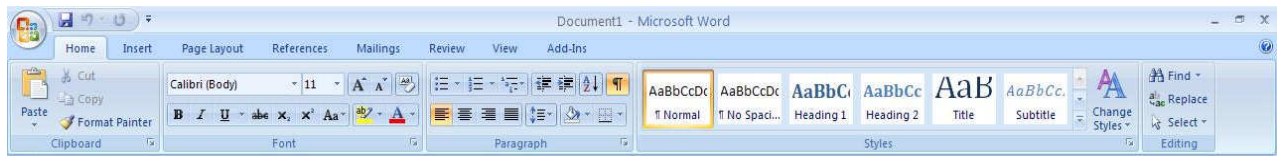
**December 31st - Open as normal**

**January 1st - Closed**

**January 2nd - Open as normal**



# The Shock of the New or, How I Came to Stop Worrying and Love the Ribbon



In Office 2007, Microsoft have introduced a big change to the way you interface with the likes of Word, Excel, PowerPoint and Access. Gone are the familiar menus and toolbars, replaced by the Ribbon, a part of Microsoft's *Office Fluent*™ concept. The trouble is, when you have been used to using a particular method of accessing commands for years, anything that takes you outside that particular comfort zone is bound to meet with resistance. The immediate effect is to slow you down and reduce your productivity. However, most users have discovered that this effect is purely temporary; within a short time the benefits of using the Ribbon start to become apparent and Word, Excel, *et al* become easier to use than ever.

So, what is the Ribbon and how and why does it differ from its long-term predecessor?

The good old menu-based command system has been around for some 20 years but the number of commands has grown release by release. With Office 2007, the designers realised that the menu system would be overwhelmed so something new was required.

Microsoft's idea is to take the plethora of commands used in an Office application and sort them into *tabs* and *groups* based upon usage and their logical connection. For example, in Word 2003, the *Copy*, *Paste* and *Cut* commands are under the Edit menu, along with *Find*, *Replace* etc., or as buttons on one of the toolbars. The related *Format Painter* command appears only as a toolbar button.

On the 2007 Ribbon, the *Home* tab includes, amongst others, a *Clipboard* group which contains all the clipboard related commands such as *Copy*, *Paste* and *Cut*. And *Format Painter*.

The *Home* tab contains commands used when working within the document and includes other groups such as *Font*, *Paragraph*, and *Styles*. There are, of course, other tabs in Word, including *Page Layout*, *Mailings* and *View*.

Microsoft have also studied the way people use the Office products and have designed the Ribbon to assist common usage. For instance, in the *Clipboard* group mentioned above, the *Paste* button is larger than the others, because statistics show that *Paste* is far and away the most commonly used toolbar button in Word.

Similarly, in PowerPoint, the designers have introduced a large *Start Slideshow* button to replace the tiny icon that previously caught out many a nervous presenter who clicked on the wrong thing.

As previously stated, the idea is to bring together logically-connected commands to make it easier for a new user to locate the command needed. Unfortunately, this does mean that experienced users have to face up to a new approach which can cause annoyance and some confusion. Stick with it, though; feedback suggests that, already, the vast majority of users prefer the new Ribbon interface.

To help you adjust to the change, we have provided some assistance; by clicking on the 'old' command you'll be shown where that command can be found on the Ribbon. Just visit:

<http://www.tarragon.co.uk/Office2007>

## Short Cuts

Some helpful shortcuts for Internet Explorer 7:

- F11** Switch to Full Screen mode and back again
- Ctrl+Plus** Zoom in
- Ctrl+Minus** Zoom out
- Ctrl+0** Zoom to 100%
- Ctrl+N** Open the current webpage in a new window
- Ctrl+T** Adds a new blank tab
- Ctrl + Left\* Mouse Button** when clicking on a link opens the linked page in a new Tab. If you use **Shift** as well, the current Tab will stay in focus!
- \***Right button** if you use a left-handed mouse!

## Tip of the Month - Keeping Outlook Healthy

**Your Outlook mailbox (which contains the Inbox, Calendar, Contacts etc.) has a finite size and once the limit is reached you can no longer send or receive emails. You can help to keep it under control with the following tips:**

If the latest email holds a copy of all previous correspondence you only need to keep that email - you can delete the earlier ones!  
 If an attachment has been saved on the server, you could consider deleting the email itself.  
 Old emails can be archived to a separate file using Outlook's inbuilt archiving wizard.

### If your company uses Exchange Server...

Set up a filing area in the Public Folders for Client emails  
 When you've finished with an email, move it to the Public Folders. This allows other (authorized) users to view it and reduces the size of your own mailbox.  
 Remember - the Deleted folder is not a storage area; in the event of a problem it will be cleaned out!

### And finally...

Have a great Christmas and a Prosperous New Year!

Please let us know what you think of **Solutions!** - email [solutions@tarragon.co.uk](mailto:solutions@tarragon.co.uk)

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